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|   **Finance Manager** **Person Specification**

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| **Salary** | KENT RANGE 10 (£32,496 - £38,414) (Kent Range 11 considered for an exceptional candidate)  |
| **Education &****Qualifications** | * (Part) qualified accountant, ACCA, ACA,CIMA or equivalent, or with AAT qualification and relevant experience
* Evidence of continuing relevant professional development
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| **Experience & Knowledge** | * Experience in the financial sector at senior level
* Experience of developing and managing financial plans
* Experience of successfully managing significant budgets, budgetary control processes and resources
* Knowledge and experience of financial management systems and procedures
* Knowledge of accounting systems in relation to business
* Knowledge and experience of managing procurement contracts for services and service level agreements
* Experience of successful change management
* Experience in a financial management role in a school/academy or education environment desirable, but not essential
* Experience of producing annual financial statements for Companies House
* The need to be strategic and forward thinking in ensuring the financial stability of the Trust and the schools within the Trust
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| **Professional Skills** | * Ability to contribute to the Trust/School Development Plan
* Understanding of the need for confidentiality and data protection
* Ability to formulate ideas and solutions and present them clearly to the Headteacher and Board of Trustees/Local Governing Body
* Ability to engage outside expertise and resources to enhance effectiveness
* Ability to deliver value for money initiatives
* Ability to understand national and regional educational services and deliver appropriate strategies
* Ability to use a range of ICT packages
* Ability to promote an open, transparent and equitable culture
* Ability to delegate, meet deadlines, prioritise, plan and organise
* Ability to apply successfully the principles and practice of quality assurance systems, including school review, self-evaluation and performance management
* Ability to promote the relationship between continuing professional development and sustained school improvement
* Commitment to individual, team and whole school accountability
* Ability to lead, inspire and be part of a range of teams
* Ability to demonstrate vision, creativity and initiative
* Excellent interpersonal and communication skills to inspire and motivate students and staff
* Ability to effectively manage and monitor people, policies and plans
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| **Personal Qualities**  | The ability to: * Respect the value and dignity of each individual member of the school community
* Build and maintain quality relationships through interpersonal skills and effective communication
* Demonstrate personal and professional integrity
* Think strategically, analytically and creatively and demonstrate initiative in solving problems
* Be aware of own strengths and areas for development. Listen to and reflect upon feedback and act appropriately
* Analyse and interpret information in order to make informed decisions and exercise good judgment
* Continually question and challenge how we can improve
* Demonstrate a capacity for sustained effective work and good humour under pressure
* Demonstrate commitment to inclusion and the right of every student to achieve the best they can
* Demonstrate energy, enthusiasm, flexibility and resilience
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